

CHAPTER 24 — WRS EXTRANET APPLICATIONS

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2400 Introduction

Employers participating in the Wisconsin Retirement System (WRS) are able to use the Internet to enroll their employees in the WRS, obtain previous service information, remit monthly WRS contributions, and transmit data needed to assist in the administration of the WRS and other benefit programs. In the past, employers had to contact the Department of Employee Trust Funds (ETF) by telephone, fax, written request or other methods in order to obtain this information. The implementation of on-line update applications provides employers the ability to securely and efficiently transmit information directly to ETF, thereby eliminating potential delays or inaccuracies in the overall management of WRS participant accounts.

To access ETF's extranet applications, complete the *Employer Extranet Application Security Agreement* (ET-8928) found in Subchapter 2404 and return it to ETF using the address at the top of the form. Within a few weeks your authorized employee(s) will receive a LogonID, Identifier Codes, and a Temporary Password.

For more information about the Employer Extranet Site, or if you have questions regarding the instructions for obtaining access to the Extranet Site, please contact the Employer Communication Center, (608) 264-7900.

2401 Purpose of Applications

Access through the Internet will provide superior customer service and permit faster response to employers requesting benefit information as well as providing quicker, more accurate transmission of WRS-related data.

Security measures are in place to provide necessary dates of WRS participating employment, employment category information, benefit application dates, creditable service and the ability to process a WRS enrollment and remit the WRS *Monthly Retirement Remittance Reports*. No information regarding a participant's WRS earnings, contribution amounts or beneficiary designations are accessible through these applications.

The Extranet applications are intended for use by employers in the administration of the WRS and other ETF benefit programs. Participant information accessible through the Extranet applications are of a confidential nature.

Information obtained through the Extranet applications is not intended for use by participants or to assist participants in making retirement decisions. Please note that the WRS Previous Service and Benefit Inquiry applications do not provide complete participant information necessary in making important decisions regarding their WRS benefits.

2402 Technical Information

When using the WRS Previous Service Benefit Inquiry application to determine eligibility or the WRS Enrollment Update application to submit a WRS enrollment, employers visit a secured Extranet application site. The visit causes the ETF application to be invoked on the OS /390 host, which prompts the employer to enter a user ID and password initiating a user session. The ETF application then transmits an inquiry Web page over a Secure Socket Layer (SSL) session and presents it in the browser. Behind the inquiry page is a Java servlet that contains the business logic and components needed to access the Wisconsin Employee Benefit System (WEBS) DB2 database and control the session.

2403 Applications Currently Available

A. WRS Previous Service

When you hire a new employee and determine they are WRS eligible, the employee is then also eligible to participate in all ETF insurance programs in which the employer participates. Each insurance program has different eligibility criteria and in most situations requires that employees serve a six-month qualifying period. The insurance eligibility criterion differs depending upon status as a State or Local employee. The Employer Administration Manual specific to each program provides details on the required qualifying period or deferred enrollment requirements.

Employer Identification Numbers (EINs), enrollment dates, termination dates, and employment categories for both State and Local employers display in the Previous Service portion of the screen. A message indicates the amount of State and/or Local WRS service the employee has, providing employers with the information needed to timely enroll their employees in the insurance programs.

Note: Capturing the history of WRS participation is complex, and in some situations the information that is provided to employers on the WRS Previous Service Benefit Information screen may not appear accurate. Detailed employment information is accurate if creditable service occurred after 1985. Detailed WRS information before 1985 was not captured in a manner to display details or accurately calculate for this application. The majority of the previous service information employers require is available for display. Staff from the Employer Communication Center can provide assistance when exceptions occur.

B. WRS Account Update

The WRS Account Update application includes several functions and will be implemented in phases beginning with the Enrollment Update function. The WRS Account Update application includes:

➤ Enrollment Update Function

Provides authorized users the ability to enroll eligible employees in the WRS via the Internet. The online Enrollment Update function expedites processing through the overnight creation of an individual's WRS account.

- **Descriptive Data Update**
Allows authorized users the ability to complete employee identification correction/change transactions currently reported on the *Employee Identification Correction Change* (ET-2810) form. Transactions include changing an employee's social security number, name, birthdate, employment begin date, statement of benefits distribution code, ETF employer number, sex, or employment category.
- **Termination/Annual Update**
Allows authorized users to terminate employees and/or make corrections to their annual report.
- **Corrections to Current Year Update**
Allows authorized users to make current year corrections to an employee's account.
- **Corrections to Prior Year Update**
Allows authorized users to make previous year corrections to an employee's account.

To access the WRS On-line Enrollment Application, ETF must have an *Employer Extranet Application Security Agreement*, (ET-8928), on file authorizing Employee Account Updates (Refer to Subchapter 2401).

C. WRS Contribution Remittance

Note: This application is NOT available to State agencies that make payments via WiSMART.

The WRS Contribution Remittance application will give employers the ability to securely transmit WRS *Monthly Retirement Remittance Reports*, (ET-1515), to ETF via the Internet. In addition, this application will allow employers to:

- Select a payment date or default to the statutory due date.
- Make the contribution payment to ETF via an Automated ClearingHouse (ACH) Direct Withdrawal.
- Print confirmation reports of the on-line Monthly Remittance Report.
- Reduce or eliminate reporting and/or calculation errors.
- Increase efficiency through more accurate data transmission and faster processing time.
- Eliminate late payment charges due to mailing delays.

ETF strongly encourages all employers, including employers currently using the telephone Interactive Voice Response (IVR) System, to migrate to the new on-line WRS Contribution Remittance application. Employers using the telephone IVR system to file their WRS *Monthly Retirement Remittance Reports* will discover that the new on-line application functions in much the same way. However, the on-line application is faster and easier to use.

Employers must submit an *Automated Clearing House (ACH) Direct Withdrawal Authorization* (ET-1734) with the *Employer Extranet Application Security Agreement* to use the WRS Contribution Remittance application. The ACH form can be downloaded from the Employer Section of ETF's Web site at <http://etf.wi.gov>. Please attach your ACH authorization directly to the Security Agreement when submitting to ETF for authorization.

To access the WRS Contribution Remittance Application, ETF must have an *Employer Extranet Application Security Agreement*, (ET-8928), on file authorizing its use (Refer to Subchapter 2401 of this Manual).

2404 Employer Extranet Application Security Agreement (ET-8928)

Department of Employee Trust Funds
P. O. Box 7931
Madison, WI 53707-7931

EMPLOYER EXTRANET APPLICATION SECURITY AGREEMENT

Wis. Stats. § 40.07 (1)

- I. **Employee:** Read the provision set forth below and complete your name, home address, Social Security Number, home phone number, signature and date below. If you are a state Central Payroll agency employee with a Department of Administration (DOA) Mainframe Logon ID (i.e., ETF222), or have a unique Logon ID to access secure State of Wisconsin internet applications (e.g., Z999999), enter your ID number in the DOA Mainframe Logon ID space provided below.

I understand that Security measures have been established to provide necessary inquiry and update abilities for the Wisconsin Retirement System (WRS). I agree to maintain the confidentiality of all information that I obtain through on-line access to WRS accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.

I further understand that the Employer Extranet Application(s) is intended for use by employers to administer WRS and other Department of Employee Trust Funds (DETF) administered benefit programs and is not intended to provide information to members or to assist members in making retirement decisions. I also understand that the *Employer Extranet Previous Service and Benefit Inquiry Application* is not intended to provide complete information to make important decisions regarding a member's WRS benefits.

I have read the provision set forth above. I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my on-line access to WRS active member accounts and/or termination of my Employer's on-line access to WRS active member accounts.

		DETF Security Administrator Use Only	
Employee Name/Home Address/Home Phone Number:	DOA Mainframe Logon ID	New DOA Mainframe Logon ID	DETF Security Administrator Signature/Date
Employee Social Security Number/Signature/Date:			

- II. **Employer WRS Agent:** Certify that the above employee is authorized to gain access to the WRS employer Extranet application by completing the area below and checking those applications for which authorization is being given. Please notify DETF immediately if your authorized employee terminates or loses authorization.

☐ WRS Previous Service & Benefit Inquiry

☐ WRS Contribution Remittance

☐ WRS Account Update

(**Caution:** Authorization for the WRS Account Update application will enable your authorized employee(s) to perform any and all WRS account updates, including those implemented in the future. Additional authorization will not be required.)

I understand that Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct. I certify that I am responsible for reporting information to the Wisconsin Retirement System.

Employer Name:		Employer ID Number:
		69-036-
E-mail Address:	Fax Number:	Phone Number:
WRS Agent Name:	WRS Agent Signature:	Date:

- III. **DOA Security Officer:** Will issue each designated employee a Logon ID, password, and identifier codes, if applicable, to gain access to the system. Please allow two to three weeks to receive authorization and instructions for access.

2405 WRS Previous Service Checks (ET-1715)

Department of Employee Trust Funds
Division of Employer Services
PO Box 7931 - Madison WI 53707-7931
Fax: (608) 266-5801

WRS PREVIOUS SERVICE CHECKS

To verify previous Wisconsin Retirement System (WRS) service, complete the following information: your name/agency, phone number, fax, EIN, re: employee's name, Social Security Number, birthdate and date sent. Do not write in the ETF Review area, additional comments or completion date.

From: Name/Agency	Phone Number:	Fax:	EIN: 69-036-
Re:	Social Security Number:	Birthdate:	Date Sent:
ETF Review			
<input type="checkbox"/> No previous service. <input type="checkbox"/> Qualifying state service. ____ months. <input type="checkbox"/> Qualifying local service. ____ months. <input type="checkbox"/> Took a separation benefit on _____. <input type="checkbox"/> Is an annuitant: <input type="checkbox"/> WRS Termination date is _____. <input type="checkbox"/> Retirement Annuity application received by ETF on _____. <input type="checkbox"/> Retirement Annuity effective date is _____.			
Additional Comments:			Completion Date:

Re:	Social Security Number:	Birthdate:	Date Sent:
ETF Review			
<input type="checkbox"/> No previous service. <input type="checkbox"/> Qualifying state service. ____ months. <input type="checkbox"/> Qualifying local service. ____ months. <input type="checkbox"/> Took a separation benefit on _____. <input type="checkbox"/> Is an annuitant: <input type="checkbox"/> WRS Termination date is _____. <input type="checkbox"/> Retirement Annuity application received by ETF on _____. <input type="checkbox"/> Retirement Annuity effective date is _____.			
Additional Comments:			Completion Date:

Re:	Social Security Number:	Birthdate:	Date Sent:
ETF Review			
<input type="checkbox"/> No previous service. <input type="checkbox"/> Qualifying state service. ____ months. <input type="checkbox"/> Qualifying local service. ____ months. <input type="checkbox"/> Took a separation benefit on _____. <input type="checkbox"/> Is an annuitant: <input type="checkbox"/> WRS Termination date is _____. <input type="checkbox"/> Retirement Annuity application received by ETF on _____. <input type="checkbox"/> Retirement Annuity effective date is _____.			
Additional Comments:			Completion Date: